

# New User Registration/Reset Password Instructions

Access the CHRIS home page from GSA.GOV using the following URL:  
[www.gsa.gov/CHRIS](http://www.gsa.gov/CHRIS).

**U.S. General Services Administration**

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## Comprehensive Human Resources Integrated System (CHRIS)

The Comprehensive Human Resources Integrated System (CHRIS) is the automated tool used by Human Resource (HR) professionals in GSA, and its client agencies to document your employment (i.e., changes in your salary, position or benefits), which in turn creates a comprehensive employment history.

CHRIS Personal View, which is described in more detail below, provides GSA and its client agency employees with the ability to access their own personnel records right from their desktop. Information on how to log on to CHRIS, user guides and instructional tutorials on a variety of topics ([CHRIS HELP](#)), as well as [CHRIS Frequently Asked Questions](#) (FAQ), are provided to help employees become familiar with CHRIS.

**NOTE:** Before using the "New User Registration/Reset Password" functionality to generate your CHRIS "Username", and create and/or change your CHRIS "Password", you will need your GSA Employee Pay and Leave Statement (EPLS) Pin number. If you don't know your EPLS Pin number,

### Logon to CHRIS

**New to CHRIS? Forgot Your Password?**  
Use the links below if you are a new user or have forgotten your password.

Select your agency:

- [General Services Administration](#)
- [National Archives and Records Administration](#)
- [National Credit Union Administration](#)
- [Railroad Retirement Board](#)

**CONTACTS**

**CHRIS Help**  
[gsa.chris@gsa.gov](mailto:gsa.chris@gsa.gov)  
[View Contact Details](#)

**James L. Wooten - Director, CHRIS Division**  
(202)-208-6171  
[View Contact Details](#)

**Sheldon D. Andrew - Deputy Director, CHRIS Division**  
(202)-208-6092  
[View Contact Details](#)

**GOVERNMENT LINKS**

- [CHRIS Business Objects \(External Users\)](#)
- [CHRIS Business Objects \(GSA Users\)](#)
- [GSA National Payroll Center](#)
- [Office of Personnel Management](#)

**Contact Us**  
[GSA Staff Directory](#)

**GSA Organizations**  
Choose... [GO](#)  
[Abbreviation Look-up](#)

Select your agency from the list.

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Read “carefully” the Warning, Privacy Act, Security and Rules of Behavior requirements. When you click the “Accept” button you are acknowledging that you understand and will comply with each requirement, as written.



U.S. General Services Administration

CHRIS - FOR OFFICIAL USE ONLY

**WARNING** This is a Government computer system. Your use of it, authorized or unauthorized, constitutes consent to official monitoring. Unauthorized usage of a Government computer system may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be provided to appropriate personnel for administrative, criminal or other action (18 U.S.C. 1030).

**PRIVACY ACT WARNING**  
Information contained in this system is subject to the Privacy Act of 1974 (5 U.S.C. 552A, as amended). Only authorized persons conducting official business may use personal information contained in this system. Any individual responsible for unauthorized disclosure or misuse of personal information may be subject to fines up to \$5,000.

**SECURITY INCIDENT**  
A Security Incident encompasses the unauthorized access, use, disclosure, disruption, modification, or destruction to an information system. If you discover, or suspect, that a security incident has occurred, report all activity to [gsa.chris@gsa.gov](mailto:gsa.chris@gsa.gov).

**RULES OF BEHAVIOR**  
I will adhere to the standards set forth in the Privacy Act of 1974 when dealing with data.  
I will not share passwords with any other person, including other employees, management, or technical staff.  
I am responsible for all access made with my password.  
I will properly safeguard any data downloaded or printed. I will not share personal information with any other person except in the performance of official duties.  
I will not access any personal data on any person except in the specific performance of my duties.  
I will not knowingly enter any false or inappropriate data into CHRIS.



I acknowledge that I have read and understand the rules of behavior for access to CHRIS and that I will abide by these rules and the specific security rules of my agency.

Accept

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The CHRIS New User Registration/Reset Password window opens.

New User Registration/Reset Password



ORACLE Applications

New User Registration/Reset Password

In order to view your personal CHRIS information from this website, you are required to login using a CHRIS User-ID and Password. If you do not have a CHRIS User-ID and Password, you can generate a CHRIS User-ID by entering your social security number and EPLS PIN into the fields below, and create a CHRIS Password by entering a personal password into the two password fields below. If you do not have an EPLS PIN, have lost or forgotten it, or want to change it, send your request to [epls\\_help\\_desk@gsa.gov](mailto:epls_help_desk@gsa.gov). If your SSN and EPLS PIN do not match GSA payrolls records, you will not be able to generate a CHRIS User-ID and create a CHRIS Password.

**CHRIS Password Requirements :** Your CHRIS Password must be a minimum of eight characters long, must not contain consecutively repeating characters, must not be a password previously used within the last 365 days, and it must contain at least one letter, one number and one special character (i.e. \$, %, &, etc). Your CHRIS Password will expire after 90 days.

Please complete the SSN, EPLS PIN, CHRIS Password, and CHRIS Repeat Password fields below to generate your CHRIS User-ID.

SSN (exclude hyphens)

EPLS PIN


CHRIS Password

Repeat CHRIS Password

Cancel

Apply

Enter your SSN (without dashes), your EPLS PIN, and a CHRIS Password of your choosing. Click the “Apply” button.

New User Registration/Reset Password ?  ORACLE Applications

**New User Registration/Reset Password**

In order to view your personal CHRIS information from this website, you are required to login using a CHRIS User-ID and Password. If you do not have a CHRIS User-ID and Password, you can generate a CHRIS User-ID by entering your social security number and EPLS PIN into the fields below, and create a CHRIS Password by entering a personal password into the two password fields below. If you do not have an EPLS PIN, have lost or forgotten it, or want to change it, send your request to [epls\\_helpdesk@gsa.gov](mailto:epls_helpdesk@gsa.gov). If your SSN and EPLS PIN do not match GSA payroll records, you will not be able to generate a CHRIS User-ID and create a CHRIS Password.

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Please complete the SSN, EPLS PIN, CHRIS Password, and CHRIS Repeat Password fields below to generate your CHRIS User-ID.

SSN (exclude hyphens)


EPLS PIN

CHRIS Password

Repeat CHRIS Password

Cancel Apply

The CHRIS User-ID appears. Click on the [CHRIS](#) link to login.

New User Registration/Reset Password ?  ORACLE Applications

**New User Registration/Reset Password**

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Please complete the SSN, EPLS PIN, CHRIS Password, and CHRIS Repeat Password fields below to generate your CHRIS User-ID.

SSN (exclude hyphens)


EPLS PIN

CHRIS Password

Repeat CHRIS Password

Your CHRIS User-ID is *SHELDONDANDREW* and your CHRIS password is reset. Please click on [CHRIS](#) to login.

The CHRIS logon window opens, auto-populated with your CHRIS Username.

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I am responsible for all access made with my password.  
I will properly safeguard any data downloaded or printed. I will not share personal information with any other person except in the performance of official duties.  
I will not access any personal data on any person except in the specific performance of my duties.  
I will not knowingly enter any false or inappropriate data into CHRIS.  
  
**I acknowledge that I have read and understand the rules of behavior for access to CHRIS and that I will abide by these rules and the specific security rules of my agency.**

Username


SHELDONDANDREW

Password

Accept and Login

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Enter your personal CHRIS Password, created in the preceding steps, into the Password field. When you click the “Accept and Logon” button you are acknowledging that you understand and will comply with each requirement, as written.

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I will properly safeguard any data downloaded or printed. I will not share personal information with any other person except in the performance of official duties.  
I will not access any personal data on any person except in the specific performance of my duties.  
I will not knowingly enter any false or inappropriate data into CHRIS.  
  
**I acknowledge that I have read and understand the rules of behavior for access to CHRIS and that I will abide by these rules and the specific security rules of my agency.**

Username

SHELDONDANDREW

Password

\*\*\*\*\*

Accept and Login

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The Navigator window opens. Click on your Personal Self-Service responsibility.



Click on Personal View to access your personnel data.

